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Tender

Administration of Mediation Voucher Services

Ministry of Justice

F02: Contract notice

Notice identifier: 2023/S 000-006201

Procurement identifier (OCID): ocds-h6vhtk-03adb9

Published 2 March 2023, 3:57pm

Section I: Contracting authority

I.1) Name and addresses

Ministry of Justice

102 Petty France

London

SW1H 9AJ

Email

HMCTSCommissioningandCommercial@justice.gov.uk

Telephone

+44 02033343555

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://ministryofjusticecommercial.bravosolution.co.uk>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://ministryofjusticecommercial.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://ministryofjusticecommercial.bravosolution.co.uk>

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Administration of Mediation Voucher Services

II.1.2) Main CPV code

- 75110000 - General public services

II.1.3) Type of contract

Services

II.1.4) Short description

This notice is a call to competition. The procurement is for the provision of the Administration of Mediation Voucher Services on behalf of The Ministry of Justice (MOJ)

II.1.5) Estimated total value

Value excluding VAT: £700,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 75131000 - Government services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

This is a for information notice of an Opportunity for a procurement for The Ministry of Justice (MOJ) for Administration Services for the Mediation Voucher Scheme. The contract is expected to run between June 2023 and March 2025 inclusive.

The MoJ is responsible for the court procedures in private family law, and supports non-adversarial, out-of-court methods of dispute resolution, where deemed safe and appropriate. The Family Mediation Council (FMC) are an independent body and are responsible for accrediting family mediators in England and Wales. This responsibility is described in full in Family Procedure Rules, which can be accessed at www.justice.gov.uk/courts/procedure-rules/family. Eligibility for the Family Mediation Voucher Scheme (the Scheme) is determined during a Mediation Information Assessment Meeting (MIAM), which must be carried out by an FMC authorised mediator. Irrespective of parties' financial status, the Scheme is open to all (other than with safety concerns).

The MoJ is procuring a Supplier to administer the family mediation scheme to parents who are separating and other carers of children who have been deemed safe and eligible for the Scheme during a Mediation Assessment Information Meeting. The Supplier will be responsible for the administration of the Scheme (not the mediations themselves), which will be separately carried out by suitable FMC authorised mediators in the required quantities, with the skills and knowledge to deliver this specification.

At a high level the Supplier will be responsible for ensuring:

Valid assurance that vouchers are distributed by only FMC accredited mediators, or, if in circumstances agreed by the FMC, Family Mediation Standards Board and the MoJ, suitable mediators working towards accreditation. This will require the design and delivery of a suitable end-to-end process and working with the FMC and MOJ to ensure all potentially eligible mediators are aware of the scheme and how it is operated.

Prompt assurance of payment of legitimate voucher fund requests from mediators.

Monitoring and evaluation of the service as per the detailed requirement included with the Invitation to Tender;

Raw Mediator and participant survey result data for referral to MoJ analytical team;

Reports on the deliverables and Management Information to the MoJ;

A robust complaints process for any issues that arise; and

Appropriate safeguarding of public money.

This list is not exhaustive - potential suppliers should refer to the full document suite on the ItT.

For information, the Scheme will operate under Section 70 of the Charities Act 2006 as of 31 December 2022.

II.2.5) Award criteria

Quality criterion - Name: As per the relevant ItT Guidance / Weighting: As per the relevant ItT Guidance

Price - Weighting: As per the ItT Guidance

II.2.6) Estimated value

Value excluding VAT: £700,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

1 June 2023

End date

31 March 2025

This contract is subject to renewal

Yes

Description of renewals

The initial term may be extended for a period of 1 year meaning a final potential end date of 31/03/2026

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

5 April 2023

Local time

3:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 31 May 2023

IV.2.7) Conditions for opening of tenders

Date

5 April 2023

Local time

3:00pm

Place

Electronically by Commercial Lead

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The MoJ is using Jaggaer for this procurement which means the ITT is available only in electronic form. To access this procurement opportunity please log on to Jaggaer or register for an account at <https://ministryofjusticecommercial.bravosolution.co.uk/web/login.html> and search for the ITT using reference 'ITT_7139' to be able to view the ITT documents and submit a bid.

Transparency:

HM Government requires that tender documentation issued by government departments for contracts exceeding 10 000 GBP over the life of the contract are published online (www.gov.uk/contracts-finder) for the public. The resulting contract shall also be published. The Authority may use its discretion to redact information to protect key commercial interest or on prescribed grounds. Therefore, bidders who wish information not to be published, if successful, should secure agreements with the Authority prior to submission. These could cover key commercial interest, trade secrets and commercial interests which would be prejudiced by publication, all following the test in Section 43 of the Freedom of Information Act 2000 (<https://ico.org.uk/media/for-organisations/documents/1178/commercial-interests-section-43-foia-guidance.pdf>).

Only documentation related to the award will be published. The prescribed grounds for redaction are:

- (a) national security;
- (b) personal data;

- (c) information protected by intellectual property rights;
- (d) information which is not in the public interest to disclose (following tests under the Freedom of Information Act 2000);
- (e) third party confidential information;
- (f) IT security; and
- (g) Prevention of fraud.

Freedom of information (FOI):

The Freedom of Information Act came fully into force in 2005. If any organisation considers that any information supplied by them is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for its sensitivities specified. In such cases the relevant material will in response to FOI requests be examined in the light of exemptions provided for in the Act.

VI.4) Procedures for review

VI.4.1) Review body

Ministry of Justice

102 Petty France

London

SW1H 9AJ

Email

HMCTSCommissioningandCommercial@justice.gov.uk

Country

United Kingdom